

**ARTICLE 29.**  
**Internal Security Interview Procedure**

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**Section 2. Internal Affairs Investigations.**

This procedure shall apply to all non-criminal investigations of misconduct by officers except investigations through the chain of command conducted under Section 1 above.

A. An interview of the charged Officer shall take place at a location designated by the investigating Officer, usually at the police facility to which the Officer is assigned or the Internal Affairs Office. If the Officer is required to complete written interrogatories the Officer must do so at the facility designated by the investigating Officer, and the Officer may not remove the interrogatories (or any copy of the interrogatories) from the designated facility

B. The Officer shall be informed of the rank, name and command of the Officer in charge of the investigation, and the identity of all persons present during the interview. If an Officer is directed to leave his post and report for interview to another command, the Officer's assigned command shall be promptly notified of the Officer's whereabouts.

C. The Officer under investigation shall be informed twenty-four (24) hours prior to being interrogated or asked to otherwise respond to an investigation of the general nature of the investigation, and sufficient information to reasonably apprise the officer of the allegations shall be provided. The Officer shall be allowed to review but not copy verbatim or photocopy any complaints, affidavits, other written statements, GPS/AVL readouts, video recordings, audio recordings, and photographs, which have been gathered as part of the administrative investigation. The Officer shall not release the provided information to any person other than his attorney or representative.

For investigations where more than one Officer is being investigated for the same incident or course of conduct, a respondent Officer's review shall not include any statements, video recordings, or audio recordings, or interviews provided to Internal Affairs of any other respondent Officer for the same incident or course of conduct. Internal Affairs Investigators may redact copies of any recording regardless of where the recording is obtained, when Officers being investigated are responding to questions involving the investigated course of conduct. The respondent Officer will be allowed to review their own recordings in their entirety. The same incident or course of conduct does not require that the Officers under investigation receive identical allegations.

D. The interview/interrogatories shall be completed with reasonable dispatch. Reasonable respites shall be allowed. Time shall be provided also for personal necessities, meals,

telephone calls, and rest periods as are deemed necessary. Except in exigent circumstances where the seriousness of the complaint warrants an extended interrogation, or when the complaint will expire within sixty (60) calendar days, an Officer shall not be required to submit to any single interview/interrogatories for longer than eight (8) hours. The interviewing Officer shall advise the Officer being interviewed of an estimated time for the interview process. Interview sessions may be held on consecutive days until the interview process is completed.

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Date: 3-2-802

  
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For the City

  
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For the Association